

Program Coordinator

Location: Hurstville, NSW

Reporting to: Executive Manager Strategy and Development

About Us

The Anglican Schools Corporation (TASC) is a leading provider of Christian education in New South Wales, committed to nurturing students' academic, spiritual, and personal growth with a vision of 'Serving Christ by equipping students for His world' through affordable quality Christian education.

We are embarking on a major transformation initiative to improve processes and integrate systems across our core business platforms.

About the Role

As Program Coordinator, you will play a pivotal role in supporting the successful delivery of a major enterprise transformation program across the Anglican Schools Corporation's 18 schools and Group Office. The role is responsible for coordinating delivery across multiple workstreams—including Financial Management, Student Management, People Management, and Asset Management.

You'll ensure strong stakeholder engagement, effective governance, and alignment with strategic outcomes, coordinating a broad range of activities spanning the implementation of new systems (ERP, SIS, HCM, and Asset Management), process improvements, stakeholder engagement, change management and vendor coordination.

Reporting to the Executive Manager Strategy and Development, this position will suit someone who thrives on structure and is also comfortable with ambiguity, with proven experience supporting complex programs. The successful candidate will :

- Coordinate and track progress across transformation initiatives
- Maintain program documentation, schedules, and reporting tools
- Monitor budgets and manage risks, issues, and dependencies
- Facilitate stakeholder engagement across schools, vendors, and internal teams
- Support change management and training initiatives
- Prepare reports, dashboards, and benefit tracking tools

This is an exciting opportunity to be involved in high-impact, cross-functional change. You'll be working with a team of dedicated professionals and school-based subject matter experts, helping to shape the systems and processes that support the ongoing success of our schools. The role requires strong communication and analytical skills, the ability to juggle competing priorities, and a proactive, solutions-focused mindset.

Applications

Applications addressing the above criteria are invited from committed Christians who should email a cover letter and CV, including the names and contact details of two professional referees and a current Church Minister.

A copy of the Program Coordinator Position Description is attached for your reference.

General enquiries and applications can be emailed to recruitment@tasc.nsw.edu.au.

Position Description

Position Title:	Program Coordinator
Written by and date:	Executive Manager Strategy and Development, 4 August 2025
Employee Name:	
Department:	Strategy and Development
Location:	Hurstville, NSW
Responsible to:	Executive Manager Strategy and Development
Positions reporting to this role:	
Organisation overview:	The Anglican Schools Corporation (ASC) is a leading provider of education within the Christian faith, operating a network of 18 schools across New South Wales, Australia. Our organisation is committed to delivering high-quality education that nurtures the academic, spiritual, and personal growth of students, guided by the principles of Christian faith and values.
Position context:	The Enterprise Transformation Program been commissioned to deliver improved processes and integrated systems across core parts of ASCs business architecture. The program has executive backing and will require sustained engagement with schools during design, implementation and transition to achieve the intended objectives. Design initiatives will commence shortly, focused on process identification and improvement, before platform selection commences. Appointing a Program Coordinator, and initiating effective program governance and change management activities early, are critical steps.
Key working relationships:	<p>Finance Team: Collaborates with Finance Team members to ensure the accuracy, completeness and alignment of budget information related to the programs.</p> <p>Schools: Works closely with the ASC's Business Partners, School Principals and School Business Managers to support the development and implementation of programs across the ASC.</p> <p>Executive Team: Prepares and provides financial analysis and reporting to inform program-related decision-making by the Executive</p> <p>Risk Team: Collaborates with the Risk Team to identify, assess, and manage risks associated with program delivery.</p> <p>Vendors and Suppliers: Engages with external vendors and suppliers as required to obtain information or services necessary for program delivery.</p>
Position Purpose:	The Program Coordinator will play a key role in driving the successful delivery of a strategic transformation program across the schools (currently 18) and group office of the Anglican Schools Corporation. This program involves major changes to business processes, systems, and information management across core platforms—ERP, SIS, HCM, and Asset Management. The role is responsible for coordinating delivery across

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	multiple workstreams, ensuring strong stakeholder engagement, and aligning activities to achieve defined program outcomes.
Key Responsibilities:	<p>Program Coordination and Support</p> <ul style="list-style-type: none"> • Coordinate and track progress across transformation initiatives involving ERP, SIS, HCM, and Asset Management systems. • Maintain comprehensive program documentation, schedules, and reporting tools. • Identify and plan for potential issues during design, build, and implementation phases that may impact school or Group Office operations. • Monitor project budgets, track expenditures, and ensure financial accountability. • Manage key milestones, constraints, risks, and dependencies, and support the development of mitigation strategies. • Support program governance by scheduling program board and workstream meetings and maintaining accurate records of decisions and actions. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Facilitate effective communication and collaboration among internal teams, schools, external partners, and vendors. • Proactively engage with schools, project teams, and Group Office to ensure stakeholder needs are understood and addressed. • Maintain clear, consistent communication to support alignment and operational efficiency. • Develop presentations, summaries, and support materials to communicate program objectives and progress. <p>Vendor Management</p> <ul style="list-style-type: none"> • Support market engagement activities including sourcing, selection, and contract management for advisors, vendors, and suppliers. <p>Change Management</p> <ul style="list-style-type: none"> • Assist in the development and implementation of change management strategies to support adoption of new systems and processes. • Contribute to training and communication initiatives that build awareness and capability across schools and corporate teams. <p>Risk and Issue Management</p> <ul style="list-style-type: none"> • Lead the identification and analysis of risks, assumptions, issues, and dependencies across the program and workstreams. • Implement and maintain tracking systems to monitor and escalate risks and issues, and support resolution planning. <p>Reporting and Analysis</p> <ul style="list-style-type: none"> • Prepare regular program status reports, dashboards, and updates for leadership and the program board. • Analyse program data to inform decision-making and drive continuous improvement. <p>Benefits management</p> <ul style="list-style-type: none"> • Support the identification, tracking, and realisation of program benefits aligned with strategic objectives.

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	<ul style="list-style-type: none"> • Collaborate with workstreams to define measurable outcomes and ensure benefits are embedded into operational practices. • Maintain a benefits register and contribute to post-implementation reviews to assess impact and sustainability.
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Requirements and Qualifications:	<ul style="list-style-type: none"> • Proven experience coordinating large-scale transformation or technology-enabled change programs. • Strong working knowledge of ERP, SIS, HCM, and Asset Management systems in educational or corporate settings. • Solid understanding of program and project management principles, tools, and practices. • Demonstrated ability to manage and realise program benefits through effective tracking and reporting. • Exceptional organisational skills with the ability to prioritise, manage deadlines, and drive efficiency. • Strong analytical capability to evaluate program performance and generate actionable insights. • Excellent communication and interpersonal skills, with a proven ability to engage diverse stakeholders. • Detail-oriented, proactive, and solutions-focused approach to problem-solving. • Practising Christian, active in a local church, and able to provide a Minister's reference.
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Acknowledgement of position requirements

Position holder: (Name and signature)		Date:	
Manager: (Name and signature)		Date:	